

Manufacturing and Materials Management Guideline - 5.12.G (04/18/02)

[Last Update: \(04/18/02\) BDenman:kma - 5.12.G.0](#)

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**Last Update: (04/18/02) BDenman:kma -
5.12.G.0**

This guideline was revised to update the manufacturing procurement process.

Manufacturing Requirements - 5.12.G.1

All manufacturing requirements shall be identified by the Product Realization Team (PRT) and Purchased Material Team (PMT) and shall be stated on the contract document or indicated by

reference to specifications, drawings, Engineering Procedures (EPs), and/or Purchased Material Quality Plan (PMQP). The SCR will ensure that all documentation supports the conformance of all procured materials and components to specified requirements.

Manufacturing Scope - 5.12.G.2

This guideline addresses the policies and procedures for the Manufacturing process that includes the activities listed below.

The process of procuring weapon-related and nonweapon-related materials and components used in production manufacturing activities is titled “**Procurement Process.**” The PRT and/or PMT is responsible for providing all documents and information relating to the specific requirements of the PR to the Manufacturing Procurement Organization. These include, but are not limited to, the following items:

- procured item/material drawing and issue,
 - associated SNL specifications/drawings and issue,
 - complete description and quantity of item(s) being procured,
 - required delivery date(s), and
 - PMQP, to include but not limited to:
 - approved supplier in the database,
 - upfront technical review in the database,
 - supplier certification and data requirements,
 - supplier quality program requirements, and
 - all acceptance criteria.
 - **Receiving and Inspection** activity ensures the integrity of weapon-related materials being received at SNL. This process applies to material designated for War Reserve (WR) and development material which is issued in fabricating prototypes of weapon-related product.
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Manufacturing Procurement Process -

5.12.G.3

Procurement for In-House Production (IHP) and Manufacturing Development Engineering (MDE) - 5.12.G.3.a

The Manufacturing Procurement process for in-house production begins with the Material Management and Assurance Organization (MM&A) initiating a requisition to the SCR. In-House Production Procurement is derived from the Master Production Schedule (MPS). The following table details the responsibilities of the Manufacturing Procurement Organization (MPO) for procurements to support in-house manufacturing:

The SCR performs the following functions:

Steps	Action
1	Receives a requisition which is provided by MM&A. Requisition contains part number and issue, item description, quantity and required delivery date.
2	Reviews requisition. Items that are requested and included in the drawing specification and PMQP are procured directly by the SCR.
3	If JIT item, coordinates with the JIT Sandia Contracting Representative (SCR) to place a release against the JIT Blanket Purchase Agreement (BPA). If an item can be procured through JIT, the JIT Contractor is responsible for obtaining certifications from their vendors that comply with our requirements.
4	Prepares and sends out solicitation package, including PMQP/drawing package, as required.
5	Receives quotes and coordinates with MM&A.
6	Reviews quotes and negotiates order/contract.
7	Updates delivery status and expedites as necessary.

Note: MDE procurements are administered like any other procurement at SNL; however, the SCR must review the applicability of incorporating SC 704-FQ – Sandia Quality Assurance Representatives into solicitations and contracts.

Applicable Clauses - 5.12.G.4

SC 704-FQ - Sandia Quality Assurance Representatives

References - 5.12.G.5

14000 Policy References MMP001 through MMP004 and RCV117, PP001

Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.



[*Bertie Denman*](#)



[*Karen Archibeque*](#)
